

NORTHEAST OHIO ASSOCIATION OF SCHOOL NURSES

Bylaws

Revised 2023

BYLAWS
Of the
NORTHEASTERN OHIO ASSOCIATION OF SCHOOL NURSES

ARTICLE I- NAME

The name of this corporation shall be the Northeastern Ohio Association of School Nurses (NEOASN), an affiliate of the Ohio Association of School Nurses (OASN) and shall be known in this document as NEOASN.

ARTICLE II- GOALS

The goals of NEOASN shall be to:

1. To operate as a professional and educational organization on a non-profit basis.
2. To promote and advance the quality of school health services and health education in Northeast Ohio.

ARTICLE III- STANDARDS OF PROFESSIONAL PRACTICE

All members of NEOASN are expected to adhere to the most current Scope and Standards of Professional Nursing as defined by the National Association of School Nurses.

ARTICLE IV- MEMBERS

Classification

Members of NEOASN shall be designated as Active, Associate, Retired, and Student.

- Membership through unified dues qualifies your membership in the same classification in both the Ohio Association of School Nurses and the National Association of School Nurses.

Active

To qualify as an Active member in NEOASN one must:

- Be a registered professional nurse (RN) holding a current and valid license issued by the Ohio Board of Nursing, and
- Hold a current and valid school nurse license issued by the Ohio Department of Education (ODE).
- Have the administration, education, or the provision of school health services as their primary assignment.

Active members shall be voting members of NEOASN and may hold office.

Associate

Associate membership may be granted to:

- Any licensed nurse who is not eligible for active membership but who has the administration, education, or the provision of school health services as their primary assignment.

Associate members shall not make motions, vote, hold office, but may serve on committees.

Retired

- Any school nurse, who is a member of NEOASN upon retirement, shall be eligible to become a retired member, upon notification to NEOASN.

Retired members shall be voting members of NEOASN, may serve on committees, but may not hold office.

Student

- Any student of a school of professional nursing not employed as a school nurse.
- Student membership shall not be granted to a person who has previously attained or been eligible for Active membership status.
- Student membership status shall not be renewed more than once for a graduate nurse.

Student members shall not make motions, vote, or hold office, but may serve on committees.

ARTICLE V- OFFICERS

Officers

- The elected officers of NEOASN shall be President, President-Elect, Vice President, Secretary, Treasurer, Treasurer-Elect, and OASN Representative, and Immediate Past-President.
- The Board of Directors will consist of the elected officers and the chairs of the standing committees.

Terms of Office

- Each elected officer shall serve for two (2) years or until their successors are elected.
- The President Elect shall be elected for two (2) years and then succeed to the position of President for a term of two (2) years or until a successor is elected.
- The Treasurer Elect shall be elected for one (1) year and then succeed to the position of Treasurer for a term of two (2) years or until a successor is elected.
- The Treasurer will finish out the fiscal year prior to leaving office.
- The following officers shall be elected into office on the even years:
 - President
 - Secretary

- Treasurer
- The following officers shall be elected into office on the odd years:
 - President Elect
 - Vice President
 - OASN Representative
 - Treasurer Elect

Duties of Officers

The President shall:

1. Preside over all meetings of NEOASN and the Board of Directors.
2. Provide leadership in the development and attainment of the mission and goals of NEOASN.
3. Appoint a Chairperson for the standing committees.
4. Appoint special committees as deemed necessary to carry out the work of NEOASN subject to the approval of the Board of Directors.
5. Serve as ex-officio member of standing and special committees except the Nominating Committee.
6. In the event of the resignation of a committee chairperson, appoint a new chairperson subject to the approval of the Board of Directors.
7. Appoint a review and audit of the NEOASN financial books at the close of fiscal year and report at the annual business meeting.
8. Attend the OASN annual conference.

The President Elect shall:

1. Preside over all meetings of NEOASN and the Board of Directors in the absence of the President.
2. Succeed to the unexpired term of the President if the President is unable to serve for any reason or resigns and then serves the term for which elected.
3. Chair the Nominating Committee.
4. Support the mission and goals of NEOASN and perform duties as may be assigned by the President or Board of Directors.

The Vice President shall:

1. Preside over all meetings of NEOASN and the Board of Directors in the absence of the President and President Elect.
2. Chair the Conference/Program Committee.
3. Support the mission and goals of NEOASN and perform duties as may be assigned by the President or Board of Directors.

The Secretary shall:

1. Record the proceedings of all NEOASN and Board of Directors meetings.
2. Carry on the correspondence of NEOASN as directed by the President and Board of Directors.
3. Member of the Public Relations Committee.
4. Support the mission and goals of NEOASN and perform duties as may be assigned by the President or Board of Directors.

The Treasurer shall:

1. Receive all monies of NEOASN, pay bills, and disburse funds as directed by the Board of Directors.
2. Maintain all financial records of NEOASN.
3. Present a written report at the annual meeting of NEOASN and at such other times as requested by the Board of Directors.
4. Coordinate a review of the NEOASN financial books every year.
5. Support the mission and goals of NEOASN and perform duties as may be assigned by the President or Board of Directors.

The Treasurer Elect Shall:

1. Serve one-year mentorship to the Treasurer.
2. Attend all meetings of the NEOASN Board of Directors.
3. Succeed to the unexpired term of the Treasurer if the Treasurer is unable to serve for any reason or resigns and then serves the term for which elected.
4. Serve on the Conference/Program committee.
5. Support the mission and goals of NEOASN and perform duties as may be assigned by the President or Board of Directors.

The OASN Representative shall:

1. Represent NEOASN on the Ohio Association of School Nurses Board of Directors.
2. Present reports of Ohio Association of School Nurses activities to the Board of Directors and NEOASN membership.
3. Chair the Professional Practice Committee.
4. Support the mission and goals of NEOASN and perform duties as may be assigned by the President or Board of Directors.

Association Property/Transition Meeting

Each officer shall transfer Association property and records to a successor within one (1) month after leaving office. This should be completed a or prior to the first board meeting following elections or appointments to office.

ARTICLE VI- MEETINGS

General Membership Meetings of NEOASN

- There shall be a minimum of two (2) regular meetings of NEOASN each year.
- The regular meeting in the Spring shall be known as the Annual Meeting and shall be for the purpose of electing officers, receiving reports, and for any other business of NEOASN that may arise.
- Special meetings of NEOASN may be called by the President or by the Board of Directors.

Quorum

A majority of the Active members present at an official meeting of NEOASN shall constitute a quorum.

ARTICLE VII- BOARD OF DIRECTORS

Composition

- The Board of Directors shall consist of President, President Elect, Vice President, Treasurer, Treasurer Elect, Secretary, OASN Representative and the Chairpersons of the standing committees.
- NEOASN does not discriminate based on gender, ethnic origins, or religious preference.
- The Board members shall be active members of NEOASN, Ohio Association of School Nurses, and National Association of School Nurses.

Duties

- Establish goals and objectives to accomplish the mission of NEOASN.
- Monitor state legislative activity that is a concern to school health.
- Provide support and resources for membership in advocating school health.
- Supervise the affairs of NEOASN between NEOASN membership meetings.
- Determine policy between NEOASN meetings and make general policy recommendations to membership at the annual meeting or electronically.
- Determine the time and place of NEOASN general membership meetings.
- Control and manage funds and property of NEOASN.
- Review the annual budget and make general recommendations for its adoption at the annual meeting.
- Approve all committee Chair appointments as required.

Meetings

- The Board of Directors shall meet quarterly. The President may call additional meetings.

- Guests or observers may attend and speak at the Board of Directors meetings.
- Guests or observers may request additional time to speak to the Board on a topic by contacting the President a minimum of 24 hours in advance of the meeting.
 - The guest or observer must state the topic they will address and approximate time necessary to address the topic.
 - The President may set a time limit.
 - The guest or observer has a voice but no vote.
 - Exceptions to advance notice would be those guests or observers invited by the President to address the Board of Directors on a particular agenda item.

Quorum

- A majority of the members of the Board of Directors shall constitute a quorum.

Vacancy

In the event an officer is unable to serve on the Board of Directors, the President, with Board approval shall appoint a member to fill the unexpired term. A vacancy in the office of President shall be filled by the President Elect, who shall serve for the unexpired term of the President and the term of office as President to which he/she was elected. A vacancy in the office of Treasurer shall be filled by Treasurer Elect, who shall serve for the unexpired term of Treasurer and the term of office as Treasurer to which he/she was elected.

ARTICLE VIII- COMMITTEES

Standing Committees

1. Membership
2. Conference/Programming
3. Professional Practice
4. Public Relations
5. Nominating

General Information

- The President, with the approval of the Board of Directors, shall appoint an active NEOASN member as Chairperson of standing committees unless otherwise provided for in these bylaws.
- All Chairpersons shall serve a minimum two (2) year term and shall have full voting privileges as members of the Board of Directors. Chairpersons who are appointed may serve consecutive terms at the discretion of the President.

- The Chairperson of a committee shall recruit their committee members unless otherwise provided for in these bylaws. Each committee shall consist of no fewer than three (3) members.
- Other committees, standing or special, shall be appointed by the President, NEOASN, or the Board of Directors to carry out the of NEOASN.

Specific Duties

Chairperson Membership Committee:

- The President shall appoint the Chairperson of the Membership Committee.
- The Chairperson shall recruit members to the committee.
- The Chairperson is responsible for reviewing NE membership reports, updating contact lists, and supporting new member outreach efforts.
- Duties include:
 - Recruitment and retention of eligible nurses working in schools in NE Ohio.

Chairperson Committee/Programming Committee:

- The Vice President shall serve as the Chairperson of the Conference/Programming Committee.
- The Chairperson shall be responsible for securing continuing education.
- Duties include:
 - Planning, coordinating, and evaluating educational programs for NE membership.

Professional Practice Committee:

- The Ohio Association of School Nurses Representative shall serve as the Chairperson of the Professional Practice Committee.
- The Chairperson shall recruit members to represent professional practice issues.
- Duties include:
 - Promoting and coordinating the research and evidence-based practice efforts and interests of NEOASN.
 - Identifying significant issues that impact the health of school children and/or the practice of school nursing require written position, resolution or response statements from NEOASN.
 - Submit statement proposals for the consideration and approval of the membership at the annual meeting of NEOASN or through the newsletter or special mailing.

Public Relations Committee:

- The President shall appoint the Chairperson of the Public Relations Committee.

- The Chairperson shall recruit members of the committee.
 - The Secretary shall be a member of the Public Relations Committee.
- The Public Relations Committee shall work in conjunction with the Ohio Association of School Nurses Public Relations Committee to promote school health.
- Duties include:
 - Communication to membership and all eligible nurses in NE Ohio as directed by the Board of Directors.
 - Publish the NEOASN newsletter as directed by the Board of Directors.
 - Update and maintain NEOASN website.

Nominating Committee:

- The President Elect shall serve as the Chairperson of the Nominating Committee.
- The Nominating Committee shall be composed of three (3) members recruited by the Chairperson.
- Duties include:
 - Seek out qualified candidates for elected offices.
 - Oversee the election process.

ARTICLE IX- NOMINATIONS AND ELECTIONS

Nominations

- At the annual meeting in the Spring the nominating committee shall present a slate of at least one candidate for each office to be filled for the term.
- Additional nominations may be made from the floor according to Robert Rules Revised.
- Only active members of NEOASN shall be eligible to be nominated and elected.

Elections

- Officers shall be elected by ballot if more than one candidate for any office is nominated.
- A majority vote of active members registered and present shall elect.
- No member shall hold more than one elected office at a time.

Terms

- Terms of office shall begin close to the Annual Business Meeting at which they are elected with the exception of the Treasurer whose term will conclude at the end of the fiscal year.

ARTICLE X- FINANCES

Dues

- NEOASN shall have a unified dues structure with Ohio Association of School Nurses and National Association of School Nurses.
- Dues are payable annually. Delinquent members shall forfeit all privileges of membership until reinstated.

Fiscal Year

NEOASN fiscal year shall be June 1- May 31.

ARTICLE XI- DISSOLUTION

In the event of dissolution of the Association and after the payment of all liabilities, all of the remaining assets shall be distributed to the Ohio Association of School Nurses.

ARTICLE XII- PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order shall govern NEOASN in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order NEOASN may adopt.

ARTICLE XIII- AMENDMENTS

These bylaws may be amended and/or revised at any regular meeting of NEOASN by a majority vote, provided the amendments and/or revisions have been emailed to the membership at least two (2) weeks prior to the meeting. Amendments and/or revisions may be introduced from the floor and adopted by a majority vote.

Adopted 11/22/1988

Amended 3/14/1998

Revised 1/7/2004

Revised 10/1/2007

Amended 3/10/2012

Amended 7/13/2015

Revised 3/21/2023

PROCEDURE FOR ADOPTING A REVISION(S) OF THE BYLAWS

Before the meeting:

Give notice according to the provisions in the bylaws to all qualified voting members that a revision of the bylaws will be presented at the designated meeting.

At the meeting:

President: "May we have the report of the committee/chairperson appointed to amend/revise the bylaws?"

Committee Chairperson: "President, on behalf of the committee, I move to adopt the proposed revision(s) to the bylaws." (The motion does not require a second if coming from a committee of more than one (1) person.)

President: "The motion is to adopt the proposed revision(s) of the bylaws." Call on the reporting member to begin reading/reviewing the revision(s).

The revision(s) are read and discussed. After each part is read, it is open to debate and amend. Any amendments proposed are considered and voted on before the next part is read and considered. These amendments require only a majority vote and must be germane to the section to which they refer. No vote is taken on the article/section amended.

President: "All those in favor of adopting the revision(s), say "Aye". Those opposed, say "No".

The revision(s) is/are adopted (or not adopted). Unless adopted with provisions as to the time of implementation, the bylaws are effective immediately.